

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST CIRCULATING AND BOOSTER PUMPS

SITE AND BLDG #: NY010 BLDG1

MECHANIC
SIGNATURE: _____

DATE: 6/10/25

LOCATION/RM #: boiler room

WO# 19036 ASSET # see below

START TIME: 11:15am

FINISH TIME: 12:15pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒	☐	
2	It is generally not a good idea to tamper with pumps using mechanical seals if they are otherwise performing properly. Since mechanical seals can cost as much as the pump, it is usually not cost effective to risk damaging the seal by performing an annual internal inspection of the pump.-Report any leaks	☒	☐	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Lubricate pump and motor bearings as per manufacturer's specifications. Bearings require lubrication atleast annually.4 shots of grease per PM	☒	☐	
2	Inspect couplings and check for any pump seal leaks.	☒	☐	
3	Check motor mounts and vibration pads	☒	☐	
4	Tighten all pump flanges.	☒	☐	
5	Visually check pump alignment and coupling -Report unusual vibration	☒	☐	
6	Inspect electrical connections	☒	☐	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the work performed.

To be performed by: General Maintenance Worker

Additional Notes:

ASSET#'S,
4922,4923,4924,
4925,4926,5013